

Acton Volunteer Coordinating Committee Minutes for 4/11/2011

Present: Bonnie Geithner, Jean Schoch, Jean Lane, Efi Papadopoulos and Charlie Aaronson

Absent: Nancy Gerhardt

The meeting was called to order at 7:01 PM on 4/11/2011.

Our BoS Liaison, Pamela Harting-Barrat was in attendance so the reading of the minutes was deferred until later in the meeting. A discussion was started about the "Charge", guidelines and process for the VCC. The applicants showed up so a continuation of the discussion was deferred until later in the meeting.

Interviews

There were three interviews listed on the agenda.

1. Interview with Dr. Sandeep Verma as an applicant for the Acton 2020 Committee. See attached notes.
2. Interview with Paulina Knibbe as an applicant for the Acton 2020 Committee. See attached notes.
3. Interview with Charles Mercier as an applicant for the Acton 2020 Committee. See attached notes.

Continued discussion with Pam about our process and guidelines.

Pam stated that the VCC needs to emphasize diversity. When advertizing for people to serve as volunteers on town committees, consideration should be given to placing ads in places that will attract diverse folks. Examples include the Chinese Language School and places in the Indian community. There was a discussion on whether the term limit requirements for town committee members should be more rigorously enforced. The interview process should verify the degree of commitment on the part of the applicants as one of its goals. There is a need for a documented "Charge" for the VCC that clarifies their responsibilities. Included should be guidelines on standardization, how to vet applicants and a synopsis of committee tasks. There also needs to be a clarification on the order of interviews for applicants, for example, VCC first, then Selectman Liaison and committee chairman.

Pam indicated that she agreed that the VCC had many issues that need resolution and clarification and she would do what she could to help out. She then left the meeting.

Review of Applicants

1. Dr. Verma has had no prior experience with committees or attending Town Meeting in Acton. Otherwise, he appears to be well qualified, has no conflicts and will make the commitment to attend meetings. We would encourage him to revisit volunteer opportunities when he has acquired more experience through exploring the town process.
2. Paulina Knibbe is well experienced in town affairs and is very enthusiastic. The VCC advances her name for further consideration.

3. Charles Mercier was dynamic and enthusiastic contributor. He appears well organized and has been involved with the (Acton 2020) process. The VCC advances his name for further consideration.

Review Minutes

The minutes of 3/28/2011 were reviewed. A motion was made and seconded to accept the minutes with a minor correction to be made. Passed unanimously.

A motion was made and seconded to adjourn at 8:35 PM. Passed unanimously.

The next meeting of the VCC is scheduled for 4/25/2011 at 7:00 PM.

Submitted by Charlie Aaronson

Interview Questions for Applicants

Name: DR SANDEEP VERMA

Date: 4/11/2011

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? MARGARET
BOSSE SUGGESTED HE APPLY
2. Why are you volunteering to serve on the ACTON 2020 committee?
CAN CONTRIBUTE TO THE SUSTAINABILITY ISSUES
3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?
INTERESTED IN GREEN ISSUES
4. Have you attended any meetings of this committee? NO BUT HE WILL GO THIS WEEK.
5. Do you regularly attend Regular and Special Town meetings? NO ~
6. Are you generally in town for the meetings of this committee? (Snowbird?)
7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?
TRAVELS 4-5 X PER YEAR
BUT WILL BE ABLE TO MAKE THE MEETINGS
8. Are you currently serving on any town committee? NO
9. What is your current job and is the work you do related to anything you might be doing for this committee?
PROVIDES SERVICES TO OIL PRODUCING COMPANIES
10. Do you have any possible conflict of interest?
NO
11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.
HAS EXPERIENCE WRITING TECHNICAL
RESEARCH GRANTS

Interview Questions for Applicants

Name: PAULINA KNIBBE

Date: 4/11/2011

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? BEEN AWAY
FROM INVOLVEMENT FOR A YEAR
NOW IS TIME TO GET BACK IN

2. Why are you volunteering to serve on the 2020 committee?
CAN BRING A BIG PICTURE VIEW

3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?

A SENSE OF WHAT IS POSSIBLE

4. Have you attended any meetings of this committee? NO BUT WATCHED FORUMS ON TV
I WILL GO THIS WEEK

5. Do you regularly attend Regular and Special Town meetings? YES

6. Are you generally in town for the meetings of this committee? (Snowbird?) NO

7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?

YES

8. Are you currently serving on any town committee? (NO) OPEN THEATER
BUT DISCOVERY MUSEUM

9. What is your current job and is the work you do related to anything you might be doing for this committee?

NOT WORKING

10. Do you have any possible conflict of interest?

11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.

NO BUT IS A GOOD WRITER

Interview Questions for Applicants

Name: CHARLES MERCIER

Date: 4/11/2011

(The term committee used below includes committees, councils, commissions, boards, etc.)

1. Why are you volunteering for service to the Town at this time? MOTIVATED
TO DO MASTER PLANNING
2. Why are you volunteering to serve on the 2020 committee?
LIKES TO GATHER INPUT FROM TOWNS PEOPLE
TO SEE WHAT THEY WANT & ORGANIZE THE DATA
3. What skills do you have that would suggest that you would be a good fit and could contribute to the work of this committee?
BEEN INTERESTED IN URBAN PLANNING,
TRANSPORTATION, RESOURCE PLANNING
4. Have you attended any meetings of this committee? YES
5. Do you regularly attend Regular and Special Town meetings? YES BUT NOT TOO OFTEN
6. Are you generally in town for the meetings of this committee? (Snowbird?) NO
7. Will you be able to commit the time required to attend most meetings and to be able to complete any tasks you may be assigned?
SOME TRAVEL PROBABLY 4-5 X/YEAR
COULD MAKE MOST MEETINGS
8. Are you currently serving on any town committee? NO
9. What is your current job and is the work you do related to anything you might be doing for this committee?
NETWORK ARCHITECH -
10. Do you have any possible conflict of interest?
NONE
11. Several of the Town Committees participate in grant writing and finding funding to support town projects and events. Please tell us about any experience or expertise that you may have in this area.
HIS WIFE IS A GRANT WRITER